

# TOWN OF NORTHFIELD

69 Main St., Northfield, MA 01360  
www.northfieldma.gov

## **Subdivision Application Not Required (ANR) – Application Guide**

This form is to be used when all of the subdivided lots have zone-conforming frontage on existing public road ways. In this case the *Approval Not Required* (ANR) terms of Section 81P of the Subdivision Control Law (Massachusetts General Law, Chapter 41, Sections 81K through 81GG) apply. In these cases ANR application is made to the Planning Board, whose sole responsibility and authority is to ensure that the subdivision is consistent with the town's zoning bylaws. *Please initial beside each procedure below to show it was read and you have no further questions.*

1. ANR application forms are available from the Northfield website <http://www.northfield.ma.us/index.php?id=46> or from the Northfield Town Hall, the Planning Board can be contacted through the Town Hall for questions. \_\_\_\_\_
2. If the applicant is not the owner, the applicant must provide a notarized letter of approval/consent signed by the owner or authorized agent. \_\_\_\_\_
3. The Assessors office can assist the applicant with the map and lot number and zoning district information. \_\_\_\_\_
4. The applicant shall include with the application an original scale drawing of the subdivision survey on mylar, and at least four additional copies, showing all lot line lengths and the distances of any buildings from the lot lines. The applicant is responsible for all costs of providing these materials.  
\_\_\_\_\_
5. The applicant shall submit the completed application and the drawings to the Town Clerk for date stamping and pay a filing fee of \$30.00 per lot for the number of additional lots, at least one week prior to Planning Board meeting to allow for sufficient time to be placed on the agenda. The Town Clerk will retain one set of drawings for archives, pass along the application and remaining plans to the Planning Board for the applicant. \_\_\_\_\_
6. After confirming compliance with the zoning bylaws at a legally posted meeting the Planning Board members will sign all drawings and retain two additional copies, returning the mylar and any remaining copies to the applicant. \_\_\_\_\_
7. Planning Board confirmation of the ANR does not convey building approval, and all copies of the drawing will be so stamped. Building approval must subsequently come from an application to the Building Commissioner. \_\_\_\_\_
8. The applicant is responsible for deeds to the lots being prepared and recorded. \_\_\_\_\_

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## *Application Form - Subdivision Approval Not Required (ANR)*

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Owner Name \_\_\_\_\_

(if not applicant, and attached notarized letter – see #2 in Application Guide)

Surveyor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Map & Lot Number \_\_\_\_\_ Chapter 61 Land \_\_\_ Y \_\_\_ N

Deed Book \_\_\_\_\_ Page \_\_\_\_\_ Zone \_\_\_\_\_

Address of Property being subdivided: \_\_\_\_\_

Description of ANR Project & New Lot Line Created: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Must be submitted to Town Clerk during regular business hours  
Five business days prior to desired meeting for review \***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### **Planning Board Record**

### **Town Clerk Date Stamp:**

*Form is filled out, including project  
description, and instruction steps 1-8  
are initialed on reverse side.*

1. Planning Board review date \_\_\_\_\_

2. Board Action \_\_\_\_\_

Voted by:

3. Signed Plans given to \_\_\_\_\_

4. Amount of filing fees received \_\_\_\_\_

5. Town clerk notified of Board action \_\_\_\_\_